

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/27/2013		2. CONTRACT NO. (If any) EP-W-11-015		6. SHIP TO: a. NAME OF CONSIGNEE Sabina Kumarraj, TOCOR	
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO. PR-OEI-13-00424			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, N. W. MC 2833T Email: kumarraj.sabina@epa.gov Phone: 202-566-1362	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR ALON INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 6800 VERSAR CENTER STE 303				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Springfield		e. STATE VA	f. ZIP CODE 22151		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Sabina Kumarraj Max Expire Date: 01/31/2016 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$803,139.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$803,139.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/27/2013	CONTRACT NO. EP-W-11-015	ORDER NO. 0003
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 13-14-B-H7P-ZZZHF8-2505--H7PCPIC-13H7TPE009- 001 BFY: 13 EFY: 14 Fund: B Budget Org: H7P Program (PRC): ZZZHF8 Budget (BOC): 2505 Cost: H7PCPIC DCN - Line ID: 13H7TPE009-001 Period of Performance: 07/08/2013 to 01/31/2016					
0001	Base Period, EPA Capital Planning and Investment Control Support. Incrementally Funded Amount: \$100,000.00 Period of Performance: 07/08/2013 to 01/31/2014				159,353.00	
0002	Option Period 1, EPA Capital Planning and Investment Control Support (Option Line Item) Period of Performance: 02/01/2014 to 01/31/2015				318,706.00	
0003	Option Period 2, EPA Capital Planning and Investment Control Support (Option Line Item) Period of Performance: 02/01/2015 to 01/31/2016 The obligated amount of award: \$100,000.00. The total for this award is shown in box 17(i).				325,080.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$803,139.00	

US EPA, Office of Technology Operations and Planning, Mission Investment Solutions Division EPA Capital Planning and Investment Control Support

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

The Mission Investment Solutions Division (MISD) and its parent organization, the Office of Technology Operations and Planning (OTOP), oversee Agency compliance with aspects of the Clinger-Cohen Act. More specifically, MISD and OTOP support the CIO in key Agency functions including IT policy development, enterprise architecture (EA), capital planning and investment control, IT human capital planning and training, and project management.

The purpose of the CPIC Program is to provide a structured, integrated approach to managing Information Technology (IT) investments. It ensures that all IT investments align with EPA mission and support business needs while minimizing risks and maximizing returns throughout the investment's lifecycle, in addition to meeting OMB compliance requirements. The program continues to integrate with Enterprise Architecture and align with the budget formulation process. The CPIC Program relies on a systematic approach to IT investment management (preselect, select, control, and on-going evaluation) to ensure each investment's objectives support the business and mission needs of the Agency.

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

1. Provide CPIC and eCPIC subject matter expertise;
2. Provide analytical and technical support to the EPA CPIC Program.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives.

Task # 1 – On-site CPIC Support

The Contractor shall provide personnel with CPIC expertise to work on site at EPA

Headquarters, at the following skill level, to meet the stated requirements.

Position	Level	Hours
CPIC Analyst /Technical-Project Lead	Senior	40 hours/week
CPIC Analyst	Intermediate	40 hours/week

1A – Senior CPIC Analyst / Technical-Project Lead

The Contractor shall provide a Senior CPIC Analyst/Technical-Project Lead with in-depth knowledge of the following:

- The OMB CPIC process, techniques, and governing laws;
- Best-practices for portfolio management across public and private sectors;
- Developing and delivering senior leadership presentations;
- The eCPIC system and the eCPIC system process;
- eCPIC back-end databases and functions;
- Developing and presenting training on eCPIC functionality to investment owners and managers;
- Ability to create new reports from data in eCPIC;
- Reviewing, scoring, and updating investment business cases;
- Developing, coordinating, and presenting CPIC training to investment managers;
- Working with OMB representatives; and
- Project management principles as promulgated by the Project Management Institute (PMI);
- MS Excel and PowerPoint

Duties that may be required of the Senior CPIC Analyst include, but are not limited to, the following:

- Provide strategic and tactical advice/guidance for the CPIC program;
- Provide leadership of all Contractor staff assigned to this task order;
- Work closely with the CPIC team in the day-to-day activities of the CPIC program;
- Create high-impact presentations for senior leaders;
- Review and comment on draft business cases (CPIC related), eCPIC entries, and OMB submissions;
- Using role-based security to improve eCPIC usability;
- Manage the preparation and logistics of CPIC-related meetings; and
- Create and maintain project plans and related documents.

On-Site Support and Estimated Hours for the Senior CPIC Analyst:

- Work on site at EPA's Washington DC Headquarters, forty (40) hours per week, Monday through Friday, during the period of performance excluding federal holidays and government closures.
- Arrive for work between the hours of 8:00-9:00 a.m. and work eight hours (8.5 hour day with a half hour lunch break). The work schedule must be approved by the TOPO.
- Depending on the CPIC cycle and EPA's priorities, the TOPO may direct the Senior CPIC Analyst to work more than eight (8) hours in one day to meet a program-related deadline. Hours worked for the remaining days of the week shall be adjusted accordingly by the TOPO to ensure total hours worked for the week do not exceed forty (40).

1B – Intermediate CPIC Analyst

The Contractor shall provide an Intermediate CPIC Analyst with strong knowledge of the following:

- The OMB CPIC process, techniques, and governing laws;
- Best-practices for portfolio management across public and private sectors;
- Developing senior leadership presentations;
- The eCPIC system and the eCPIC system process;
- eCPIC back-end databases and functions;
- Developing and presenting training on eCPIC functionality to investment owners and managers;
- Ability to create new reports from data in eCPIC;
- OMB's Max portal and related activities to entering data into the portal;
- Reviewing, scoring, and updating investment business cases;
- Developing, coordinating, and presenting CPIC training to investment managers;
- Working with OMB representatives; and
- Project management principles as promulgated by the Project Management Institute (PMI);
- MS Excel and PowerPoint

Duties that may be required of the CPIC Analyst include, but are not limited to, the following:

- Provide strategic and tactical advice/guidance for the CPIC program;
- Work closely with the CPIC team in the day-to-day activities of the CPIC program;
- Create high-impact presentations for senior leaders;
- Review and comment on draft business cases (CPIC related), eCPIC entries, and OMB submissions;
- Using role-based security to improve eCPIC usability;
- Manage the preparation and logistics of CPIC-related meetings; and

- Create and maintain project plans and related documents.

On-Site Support and Estimated Hours for the CPIC Analyst:

- Work on site at EPA's Washington DC Headquarters, forty (40) hours per week, Monday through Friday, during the period of performance excluding federal holidays and government closures.
- Arrive for work between the hours of 8:00-9:00 a.m. and work eight hours (8.5 hour day with a half hour lunch break). The work schedule must be approved by the TOPO.
- Depending on the CPIC cycle and EPA's priorities, the TOPO may direct the CPIC Analyst to work more than eight (8) hours in one day to meet a program-related deadline. Hours worked for the remaining days of the week shall be adjusted accordingly by the TOPO to ensure total hours worked for the week do not exceed forty (40).

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Contractor Support

☒ Yes ☐ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on site. Note: All IBC vendors understand the requirement to attend on-site meetings.

The Contractor shall provide full-time on-site CPIC support for the EPA CPIC program. The Contractor shall perform ad hoc support tasks in support of program initiatives. The Contractor shall also provide other CPIC customer support as outlined above. The Contractor shall assist the CPIC Team by providing support to the TOPO and program staff on all IT-related business functions.

1.4.2 Government Furnished Space or Property (GFP)

☒ Yes ☐ No. The task order involves the provision of government space and GFP.

Describe the government location where the support work shall be provided. Describe office facilities (e.g., cubicle) to be provided at the

government site.

The Contractor shall be given access to the EPA network, pending all required security and ethics training and any other required EPA certifications. The Contractor shall work on-site and be provided cubicle space, printer access, and computer access.

1.4.3 Additional Progress or Financial Reporting

☒ Yes ☐ No. The task order requires additional progress or financial reporting.

The Contractor shall supply weekly status reports to the TOPO describing progress on TO activities related to deliverables and funds and hours spent. The TOPO will provide more information regarding content and format for the weekly status report. See sample.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.